



BRPC

Berkshire Regional Planning Commission

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Pittsfield, MA 01201
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TTY: 771 or (800) 439-2370
berkshireplanning.org

MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, February 2, 2023 at **4:00 p.m.**

This will be a Hybrid Meeting. Participants may attend in person in the BRPC 2nd Floor Conference Room at 1 Fenn Street, Pittsfield MA or may attend virtually as allowed by Ch. 107 of the Acts of 2022 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2023.

To participate virtually join Zoom meeting at <https://us02web.zoom.us/j/3926128831>, Meeting ID: 392 612 8831, Phone: 646.558.8656, 301.715.8592, 312.626.6799, 669.900.9128

Meeting materials are posted on BRPC's website: www.berkshireplanning.org. Click on the calendar of events, then the meeting name, and follow link to materials.

AGENDA (revised)

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Approval of Minutes of the Executive Committee Meeting of January 5, 2023* (4:05)
- III. Financial Reports (4:10)
 - A. December 26, 2022, to January 26, 2023, Expenditures Reports *
 - B. Accounts Receivable Report / Assessments
 - C. Line of Credit Report
 - D. Line of Credit Increase
 - E. Other (For information only)
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Approval to Submit Grant Application to the National Council on Aging COVID-19 and Influenza Vaccine Uptake Initiative
 - B. Other (For information only)
- VI. Committee Reports (4:25)
 - A. Metropolitan Planning Organization
 - B. Regional Issues Committee
 - C. Other (For information only)

City and Town Clerks: Please post this notice pursuant to M.G.L. Chapter 39, Section 23B

Please Note:

For information regarding postponements or cancellations on the day of a scheduled meeting, please call Berkshire Regional Planning Commission at (413) 442-1521, x5

- VII. Executive Director's Report (4:30)
A. Report on New Contracts / Agreements
B. Berkshires Tomorrow Inc. (BTI) Update – Approved Budget
C. Staff Hiring Update
D. Rural Policy Advisory Commission (RPAC) Update
E. Passenger Rail
F. Other (For information only)
- VIII. Old Business (4:40)
A. Assistant Director Position
B. Other (For information only)
- IX. New Business (4:45)
A. March Commission Meeting
B. Other (For information only)
- X. Adjournment (4:50)

Attachments:

- Unapproved Minutes of the January 5, 2023, BRPC Executive Committee Meeting
- December 29, 2022 to January 26, 2023 Expenditures Report
- Accounts Receivable Report / Assessments
- January Line of Credit Report
- Executive Director's Memorandum
- Draft Unapproved Minutes of the January 24, 2023 Metropolitan Planning Organization
- FY2023 Berkshires Tomorrow Approved Budget
- December Technical Assistance Memo

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, January 5, 2023

Virtual Meeting as allowed by Ch. 22 of the Acts of 2022 suspending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2023.

I. Call to Order & Open Meeting Law Statement

A. The meeting was called to order at 4:01 pm.

Chair John Duval called the meeting to order and stated that BRPC records all meetings. Others may record the meeting after informing the Chair. Any documents presented must be left with the Chair of the meeting.

B. Roll Call:

Read by Office Administrator Kate Hill Tapia:

John Duval, Chair, Adams Alternate

Malcolm Fick, Vice Chair, Gt Barrington Alternate

Buck Donovan, Treasurer, Lee Delegate

Kyle Hanlon, CEDS Chair, North Adams, Delegate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Rene Wood, Commission Development Committee Chair, Sheffield

Sam Haupt, At-large, Peru Delegate

Others Present: Mark Anthony, Otis; Peter Traub, Cheshire; Christine Rasmussen, Stockbridge; Jamie Minacci, Stockbridge; Laura Mensi, Monterey; Brittany Polito, iBerkshires.

Staff Present: Thomas Matuszko, Executive Director; Marianne Sniezek, Office Manager; Kate Hill Tapia, Office Administrator

II. Approval of Executive Committee Meeting Minutes from December 1, 2022

Rene Wood moved to approve the minutes of the December 1, 2022 meeting. The motion was seconded by Roger Bolton and approved by a roll call vote from John Duval, Malcolm Fick, Buck Donovan, Sam Haupt, Roger Bolton, and Kyle Hanlon. Rene Wood abstained.

III. Financial Reports

A. November 24 – December 28, 2022 Expenditures Report

It was clarified that the credit card bill is listed as a payment and the individual credit card charges as expenses in the check register.

Kyle Hanlon moved to accept the report as presented, and Rene Wood seconded the motion. A roll vote approved it from John Duval, Malcolm Fick, Buck Donovan, Sam Haupt, Roger Bolton, Rene Wood, and Kyle Hanlon.

B. Accounts Receivable Report/Assessments

Nothing outstanding or concerning.

C. Line of Credit Report

The cash balance is quite good.

D. Line of Credit Increase

Rene Wood moved to increase the line of credit to a maximum of \$500,000, seconded by Sam Haupt and approved by roll call vote: John Duval, Malcolm Fick, Buck Donovan, Sam Haupt, Roger Bolton, Rene Wood, and Kyle Hanlon.

E. Other - none

IV. Delegate & Alternate Issues - none

V. Items Requiring Action

A. Revisions to the Telework Policy

The Executive Committee was requested to approve a revision to BRPC's Telework Policy that newly hired full-time permanent employees must work in-office at least four days per week for the first month to facilitate the onboarding and orientation process.

Rene Wood motioned to approve the revision to the Telework Policy; Malcolm Fick seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Buck Donovan, Sam Haupt, Roger Bolton, Rene Wood, and Kyle Hanlon.

B. Other (for information only) - none

VI. Committee Reports

A. Metropolitan Planning Organization

The MPO held a joint meeting with the TAC (Transportation Advisory Committee) on December 20, 2022, featuring a discussion on the State's Long Range Transportation Plan and the Berkshire Regional Transportation Plan. Draft meeting minutes were not yet available.

B. Comprehensive Economic Development Strategy (CEDS)

The CEDS committee met on December 14, 2022. Changes to the 2023-2027 CEDS and the final endorsement of the CEDS document for submission to the Economic Development Administration were approved. The CEDS was submitted to EDA on December 15th. Draft meeting minutes were not yet available. Kyle, John, and Roger noted that staff members Laura Brennan and Wylie Goodman did a "stellar" job on the CEDS, and it is far and above the best report the group has prepared.

C. Regional Issues Committee

The Regional Issues Committee met on December 7, 2022. Jay DiPuccio spoke about establishing the Franklin Regional Council of Governments. Draft meeting minutes were not yet available. Christine Hoyt of the Select Board Members Association will be at the next meeting.

D. Finance Committee

The Finance Committee met on December 15 and December 21, 2022. The publicly posted virtual meeting link for the December 15th meeting was incorrect hence a second meeting was held on December 21st. The main topics were the review and acceptance of the FY2022 audit and a recommendation for the FY24 assessment amount. The committee recommended a 2.5% increase over FY23. A review of the OPEB Trust Balance, the need for an Investment Plan, an update on the state retirement system, and an increase to the line of credit were also discussed. Notes from the 12/15 meeting and draft minutes from the 12/21 meeting were included.

The audit went well due to the "magnificent" staff efforts, especially Marianne Sniezek, Linda Ludwig, and Alecia Herrick. It will be emailed to Executive Committee members, and wording will be put on the website that the full document is available upon request.

E. Commission Development Committee

This committee met on December 8, 2022 to discuss possible amendments to the BRPC bylaws. It was agreed not to set one education topic for Full Commission meetings. Draft unapproved minutes were included.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 11/26/2022 to 12/25/2022

- Executive Office of Energy and Environmental Affairs - Decarbonizing Berkshire County Through Municipal Energy Self-Sufficiency - \$37,500
- Clarksburg - Grant Writing Assistance - \$20,000
- Metropolitan Area Planning Council - MassTrails Regional Trail Map - \$5,000
- Mass Audubon Society - Rowe Municipal Vulnerability Preparedness - \$2,300
- Municipal Vulnerability Preparedness - \$2,300
- Lee - Stockbridge Road Parcel Planning - \$25,000
- Hancock - Hazard Mitigation and Climate Adaption Plan - \$25,000

Grants and Contracts not received.

BRPC are not aware of any grants and contracts not received.

B. Berkshires Tomorrow Inc. (BTI) Update

There was no recent activity. A meeting was scheduled after the Executive Committee meeting to approve the tax return and routine yearly activities.

C. Staff Updates

- Community Planner Cara Farrell has left BRRC to take a position as shared HR Director for Adams, North Adams, and Williamstown. Her last day was 12/30/22.
- Community Planner Chris Brown is leaving BRPC to take a housing development position in New York. His last day is 1/13/23.

BRPC intends to fill the positions as soon as possible.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on December 9, 2022 and discussed legislative and budgetary priorities for rural communities to advance in the upcoming legislative session. Tom will forward the list when finalized.

E. Passenger Rail

West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations held a public hearing at the Berkshire Innovation Center on Friday, December 9, 2022. Numerous attendees and remote participants representing several sectors testified, re-stating the importance of passenger rail to the Berkshires.

Berkshire Flyer - The Berkshire Flyer committee will meet next week. They are waiting for this year's ridership numbers and costs from Amtrak to inform plans for next year's service that will run from Memorial Day through Columbus/Indigenous People's Day.

Northern Tier Passenger Rail – A virtual public workshop for the Northern Tier Passenger Rail Study will be held on Wednesday, January 11, 2023, at 6:00 pm via Zoom. The study team will present the two initial service plan alternatives and evaluation framework. Meeting registration information is on the Study website.

F. Community One Stop for Growth Awards

The Expression of Interest (EOI) period for the Executive Office of Housing and Economic Development fiscal 2024 Community One Stop for Growth application process is open. The Community One Stop for Growth program contains 12 state grant programs, including the MassWorks Program. It is a single application portal and collaborative review process of community development grant programs that make targeted investments based on a development continuum. Submission of an EOI is a highly recommended but optional step in the process. Applicants may submit one EOI to seek input on several potential projects. Applicants that submit an EOI by Feb. 3, 2023, may seek input on up to five project ideas, while those who submit EOIs after Feb. 3 may seek input on up to two projects. The EOI period is open through March 17, 2023 after which applicants must prepare and submit a full application, due June 2, 2023.

G. 120 Day Notice Waiver Requests

The Commonwealth must provide a 120 day notice to certain parties, BRPC being one of them, when considering a purchase of land or an interest in land. Tom received and approved 120 day notice waivers for the possible purchase of agricultural preservation restrictions by the Department of Agricultural Resources on land in Richmond (12.44 acres) and Sheffield (13.95 acres). He also received and approved a 120 day notice waiver for the Department of Conservation and Recreation to potentially purchase an interest in 191 acres in Cheshire.

H. Massachusetts Commission on Clean Heat

The Commission on Clean Heat was established by Executive Order to advise the Baker-Polito Administration on a framework for long-term greenhouse gas emission reductions from heating fuels. The Commission released the Massachusetts Commission on Clean Heat Final Report on November 30, 2022 which includes a set of policy recommendations to meet the mandate to sustainably reduce the use of heating fuels and minimize the greenhouse gas emissions from buildings. An Executive Summary was attached.

I. Massachusetts Clean Energy and Climate Plan for 2050 (2050CECP)

On December 21, 2022, the Baker-Polito Administration released the Clean Energy and Climate Plan for 2050 (2050 CECP), the Commonwealth of Massachusetts' comprehensive and aggressive plan to achieve Net Zero greenhouse gas emissions in 2050. An Executive Summary was attached.

J. Other (For information only) - none

VIII. Old Business

A. Possible Bylaw Amendments

Bylaw amendments proposed by the Commission Development Committee were discussed and revised. The revisions will be sent to the Executive Committee for final input so the amendments can be presented for approval to the full Commission on January 19.

- several grammatical or clarification changes
- allowing the Executive Director to serve as the interim Committee Chair in the absence of a Committee Chair and Vice Chair
- eliminating the requirement that an at-large Executive Committee have knowledge of transportation issues
- having the Chair be a non-voting ex-officio member of other non-Executive Committee committees
- establishing that the Commission can employ an Assistant Director and describing some of the responsibilities of an Assistant Director
- changes to the amendment process to bring it into compliance with the Open Meeting Law

B. Other (for information only) - none

IX. New Business

A. January Commission Meeting

The next Full Commission hybrid meeting is on January 19, 2023.

The Finance Committee's FY 24 assessments recommendation and proposed Bylaw amendments need to be approved. The Audit Management Letter will be shared so members know how well BRPC is doing. Potential topics include the Community Preservation Act, local technical assistance for working with communities on grants, and a presentation on outdoor recreation projects funded by investors (like Greylock Glen).

B. Other (for information only) - none

X. Adjournment

Kyle Hanlon motioned to adjourn the meeting at 5:26 pm, seconded by Roger Bolton, and unanimously approved by a roll call vote: John Duval, Malcolm Fick, Rene Wood, Buck Donovan, Kyle Hanlon, Roger Bolton, and Sam Haupt.

Attachments:

- Unapproved Minutes of December 1, 2022, BRPC Executive Committee Meeting
- November 24, 2022 to December 28 2022 Expenditures Report
- Accounts Receivable Report / Assessments
- December Line of Credit Report
- Executive Director's Memorandum
- Finance Committee Notes of December 15, 2022
- Draft Unapproved Minutes of the December 21, 2022 Finance Committee meeting
- FY 2022 Audit Management Letter
- FY 2024 Recommended Assessment
- Draft Unapproved Minutes of the December 8, 2022 Commission Development Committee
- Northern Tier Passenger Rail Hearing Notice
- Executive Summary – Massachusetts Commission on Clean Heat: Final Report
- Executive Summary – The Clean Energy and Climate Plan for 2050
- BRPC Draft Proposed Bylaw Amendments
- November Technical Assistance Memo

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Dec 29, 2022 to Jan 24, 2023

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
16665	1/1/23	BERKSHIRES TOMORROW, INC.	2,437.50	040 ADMIN	Admin	Software Lease Payment #3
16666	1/1/23	MIIA HEALTH BENEFITS TRUST	2,318.20	040 ADMIN	Admin	Dental Insurance
16667	1/1/23	MIIA HEALTH BENEFITS TRUST	51,223.70	040 ADMIN	Admin	Health Insurance
16668	1/1/23	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
16669	1/4/23	ADELSON & COMPANY PC	11,500.00	040 ADMIN	Admin	FY 2022 Audit Services
16670	1/4/23	NICOLE ANTIL	1,785.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16671	1/4/23	VALERIE BIRD	133.75	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspection Program	Expense Report
16672	1/4/23	BLUE 20/20	142.92	040 ADMIN	Admin	Vision Insurance
16673	1/4/23	JAMES BURNHAM	200.00	326 BURN PERMITS	Online Burn Permits	Burn Permit System Software
16674	1/4/23	DONOVAN O'CONNOR & DODIG, LLP	900.00	166/716 EPA/RLF	Environmental Protection Agency Revolving Loan Fund	Legal Services
16675	1/4/23	GEMINI CREATIVE LLC	27,000.00	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA	Subcontractor
16676	1/4/23	SETH JENKINS	27.50	697 MON/MP	Monterey Master Plan	Expense Report
16677	1/4/23	DAVID W. KELLEY	920.00	040 ADMIN	Admin	Cleaning
16678	1/4/23	LAURA KITTROSS	10.63	516 FRCOG/EPP	FRCOG Emergency Preparedness Planning	Expense Report
16679	1/4/23	LINDA LUDWIG	150.00	040 ADMIN	Admin	Employee Recognition - 10 Years Service
16680	1/4/23	MARK MALOY	117.45	717 MAPC/MassTrails	Metropolitan Area Planning Council - Massachusetts Regional Trail Map	Expense Report
16681	1/4/23	MASS STATE BOARD OF RETIREMENT	10,623.61	---	---	Retirement
16682	1/4/23	COURTENY MOREHOUSE	105.31	---	Varied Projects	Expense Report
16683	1/4/23	MUTUAL OF OMAHA	695.34	040 ADMIN	Admin	Life: STD; LTD
16684	1/4/23	MARY NASH	3,503.86	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16685	1/4/23	NATIONAL GRID	10,000.00	679 BGNG/MASSSAVE	Berkshire Gas / National Grid Community First Partnership - Mass Save	Reimbursement
16686	1/4/23	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
16687	1/4/23	RAINBOW DISTRIBUTING COMPANY INC	158.68	040 ADMIN	Admin	Water
16688	1/4/23	NED SAVISKI	130.63	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16689	1/4/23	NANCY SLATTERY	170.38	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16690	1/4/23	COLIN SYKES	263.75	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16691	1/4/23	TD CARD SERVICES	1,864.81	040 ADMIN	Admin	December 2022 Credit Card Payment (see below)

BERKSHIRE REGIONAL PLANNING COMMISSION

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16692	1/4/23	VALLEY GREEN SHREDDING, LLC	70.00	040 ADMIN	Admin	Recycling
16693	1/4/23	W.B. MASON COMPANY, INC.	488.38	040 ADMIN	Admin	Supplies
1242	1/5/23	AK CONSTRUCTION	4,800.00	570 SHFNMBOTS/CDBG19	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
1243	1/5/23	EMERALD LEAD TESTING	495.00	570 SHFNMBOTS/CDBG19	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
16694	1/11/23	1BERKSHIRE	100.00	040 ADMIN	Admin	Job Ad - Community Planner
16695	1/11/23	EDWARD ACKER	1,500.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16696	1/11/23	CHILD CARE OF THE BERKSHIRES, INC	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16697	1/11/23	FAIRVIEW HOSPITAL, INC.	38,259.92	518-519 FRCOG	FRCOG Medical Reserve Corps	Subcontractor
16698	1/11/23	CHRISTOPHER SKELLY	125.00	696 LEE/MPOSRP	Lee - Master Plan/Open Space & Recreation Plan	Expense Report
16699	1/11/23	ELIZABETH STRICKLER	1,250.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16700	1/11/23	TPX COMMUNICATONS	1,639.66	040 ADMIN	Admin	Telephone
16701	1/24/23	1BERKSHIRE	1,975.04	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16702	1/24/23	EDWARD ACKER	750.00	526 BCSO	Berkshire County Sheriff's Office - OPIOID	Subcontractor
16703	1/24/23	DONOVAN O'CONNOR & DODIG, LLP	350.00	166 EPA/RLF	Environmental Protection Agency Revolving Loan Fund	Legal Services
16704	1/24/23	MACFARLANE OFFICE PRODUCTS, INC.	1,128.74	040 ADMIN	Admin	Printing
16705	1/24/23	MASS STATE BOARD OF RETIREMENT	10,328.08	---	---	Retirement
16706	1/24/23	RAINBOW DISTRIBUTING COMPANY INC	54.67	040 ADMIN	Admin	Water
16707	1/24/23	STOCKMAN ASSOCIATES LLC	5,700.00	661 LEN/MVP	Lenox Municipal Vulnerability Plan	Subcontractor
16708	1/24/23	ELIZABETH STRICKLER	250.00	526 BCSO	Berkshire County Sheriff's Office - OPIOID	Subcontractor
16709	1/24/23	THE COOPER CENTER, LLC	2,633.86	040 ADMIN	Admin	Utilities
16710	1/24/23	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
1155V	1/12/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void
1156V	1/12/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void
1157V	1/12/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void
1158V	1/12/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void
1159V	1/12/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void
1162	1/12/23	COMMONWEALTH OF MASSACHUSETTS	105.00	522 CHS/NMB/CDBG	Cheshire, New Marlborough - Community Development Block Grant	Lien - Reissued
1163	1/12/23	COMMONWEALTH OF MASSACHUSETTS	105.00	522 CHS/NMB/CDBG	Cheshire, New Marlborough - Community Development Block Grant	Lien - Reissued
1164	1/12/23	COMMONWEALTH OF MASSACHUSETTS	105.00	522 CHS/NMB/CDBG	Cheshire, New Marlborough - Community Development Block Grant	Lien - Reissued

BERKSHIRE REGIONAL PLANNING COMMISSION

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
1165	1/12/23	COMMONWEALTH OF MASSACHUSETTS	105.00	522 CHS/NMB/CDBG	Cheshire, New Marlborough - Community Development Block Grant	Lien - Reissued
1244	1/13/23	AK CONSTRUCTION	27,634.50	570 SHFNMBOTS/CDBG19	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
1245	1/13/23	AK CONSTRUCTION	19,125.00	570 SHFNMBOTS/CDBG19	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
1250	1/13/23	AK CONSTRUCTION	8,235.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor

Total 272,266.97

Credit Card Charges

	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	11/30/22	VISTAPRINT	1,152.11	679 BGNG/MASSSAVE	Berkshire Gas / National Grid Community First Partnership - Mass Save	Williamstown Community First Partnership Postcards
CCARD	12/1/22	AMAZON.COM	299.98	040 ADMIN	Admin	Computer Equipment & Office Supplies
CCARD	12/1/22	YOTEL.COM	1,600.08	040 ADMIN	Admin	Lodging Charge - Yotel's Error
CCARD	12/2/22	AMAZON.COM	0.27	040 ADMIN	Admin	Backup to Archive
CCARD	12/6/22	AMAZON.COM	46.55	040 ADMIN	Admin	Supplies
CCARD	12/8/22	GOTPRINT.COM	46.55	040 ADMIN	Admin	Business Cards
CCARD	12/12/22	AMAZON.COM	18.96	040 ADMIN	Admin	Computer Equipment
CCARD	12/12/22	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	12/12/22	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	12/19/22	YOTEL.COM	-1,600.08	040 ADMIN	Admin	Reimbursement - Lodging Charge Error
CCARD	12/19/22	STRAIGHT TALK WIRELESS	37.59	040 ADMIN	Admin	Telephone
CCARD	12/21/22	AMAZON.COM	87.93	040 ADMIN	Admin	Supplies
CCARD	12/21/22	AMAZON.COM	34.99	040 ADMIN	Admin	Supplies
CCARD	12/23/22	AMAZON.COM	10.31	040 ADMIN	Admin	Supplies
CCARD	12/24/22	CONSTANT CONTACT, INC	70.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	12/26/22	AMAZON.COM	9.58	040 ADMIN	Admin	Supplies

Total 1,864.81

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jan 26, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is pri

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
283 BPHA/INSP/DAL	TOWN OF DALTON		150.00	
283 BPHA/INSP/MDL	TOWN OF MIDDLEFIELD	1,275.00	2,550.00	Alecia left voicemail at Town Hall 1/25/23
283 BPHA/INSP/PER	TOWN OF PERU	2,200.00	4,400.00	Alecia left voicemail for Town Administrator 1/25/23
283 BPHA/INSP/PTS	CITY OF PITTSFIELD		675.00	
283 BPHA/INSP/WND	TOWN OF WINDSOR	2,150.00	2,150.00	Spoke with Town Administrator - Payment was sent out 1/24/23
284 BPHA/PHN/CHS	TOWN OF CHESHIRE		1,154.00	
284 BPHA/PHN/CLK	TOWN OF CLARKSBURG		767.62	
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/PER	TOWN OF PERU	577.50	1,155.00	Alecia left voicemail for Town Administrator 1/25/23
284 BPHA/PHN/RIV	RIVER RUN APARTMENTS		183.33	
284 BPHA/PHN/SAV	TOWN OF SAVOY	577.50	1,155.00	Alecia left voicemail at Town Hall 1/25/23
284 BPHA/PHN/WMS	TOWN OF WILLIAMSTOWN		1,711.73	
326/BURN/DAL	DALTON FIRE DEPT		115.00	
326/BURN/EGR	EGREMONT FIRE DEPT		115.00	
326/BURN/GTB	GREAT BARRINGTON FIRE DEPT		115.00	
326/BURN/TOLLAND	TOLLAND VOLUNTEER FIRE DEPT		115.00	
427 ADM/BFASSESS	TOWN OF ADAMS		514.97	
432 LAN/ECON	TOWN OF LANESBOROUGH		1,756.75	
440/TPL	MASSDOT#75425 - TPL		94,416.89	
466 LAN/SW	TOWN OF LANESBOROUGH	4,263.59	4,263.59	Payment will be approved at Special Town Meeting in early 2023
518-519 FRCOG/BRMC	FRANKLIN REGIONAL COUNCIL OF GOVT		76,519.84	
538 ADM/CLNUP	TOWN OF ADAMS		6,545.60	
560 NORTHEAST PAVING	NORTHEAST PAVING	12.13	12.13	Rebecca S to follow up
560 SEALCOATING	SEALCOATING, INC. D/B/A INDUS	1,663.15	1,663.15	Rebecca S to follow up
569 DOER/REPA	COMMONWEALTH OF MASS		11,458.17	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	1,362.20	1,362.20	Pat M is winding up project and will send final invoice
606 BMC/PTSFA	BOSTON MEDICAL CENTER		13,016.10	
616 WMPHA	WESTERN MASS PUBLIC HEALTH ASSOCIATION		2,000.00	
628/FRCOG/MASSTRAIL	FRANKLIN REGIONAL COUNCIL OF GOVT		9,820.84	
631 DAL/CDBG	TOWN OF DALTON		42,572.51	
632 NHD/COSSAP	CITY OF NORTHAMPTON		893.25	
637 EDA/COVIDRRP	637 EDA/COVIDRRP		69,145.19	
647 TOWN OF GTB	TOWN OF GREAT BARRINGTON		629.57	
648 GTB/GC	TOWN OF GT BARRINGTON		902.78	
657 EPA/HC	ENVIRONMENTAL PROTECTION AGENCY		1,943.06	
658 CHS/MVP	TOWN OF CHESHIRE		733.40	
661 TOWN OF LENOX	TOWN OF LENOX		5,086.91	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jan 26, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is pri

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
662 HVA/CUL	HOUSATONIC VALLEY ASSOCIATION		1,992.40	
664 CLK/MVP	TOWN OF CLARKSBURG		4,219.43	
665 CLK/GC	TOWN OF CLARKSBURG		728.11	
669 CHS/SW	TOWN OF CHESHIRE		49.09	
672 DHCD/HOUSE	DHCD		51,884.33	
674 WMS/OSRP	TOWN OF WILLIAMSTOWN		1,659.65	
680 CHS/ZH	TOWN OF CHESHIRE		153.46	
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		4,365.88	
686 ADM/GC	TOWN OF ADAMS	143.01	485.08	Per Town, payments will be sent out next week
687 NAD/GC	CITY OF NORTH ADAMS		801.82	
691 CHS/GC	TOWN OF CHESHIRE		2,247.03	
697 MON/MP	TOWN OF MONTEREY		11,373.95	
701 EGR/PM	TOWN OF EGREMONT		4,100.35	
703 WST/GC	TOWN OF WEST STOCKBRIDGE		138.74	
706 ADM/SW	TOWN OF ADAMS		562.61	
708 JIMINY PEAK	JIMINY PEAK		10,000.00	
COOK INSURANCE	CHARLES COOK		186.00	
GAHERTY, LAUREN INS	GAHERTY, LAUREN		-462.90	
LEBLANC INSURANCE	CARRIE LEBLANC		102.93	

Report Total

14,224.08 456,907.79



GET



Bank
America's Most Convenient Bank®

Current Balance
\$0.00

Available Credit	\$230,000.00
Amount Due	\$0.00
Payment Due Date	Feb 5, 2023

It appears you don't have any recent activity.

When available, this is where your account activity will display.



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: January 27, 2022
SUBJ: Agenda Items – February 2, 2023, Executive Committee Meeting

V. Items Requiring Action

A. Approval to Submit Grant Application to the National Council on Aging COVID-19 and Influenza Vaccine Uptake Initiative

The Executive Committee is requested to authorize, after the fact, the Executive Director to submit a grant application to the National Council on Aging COVID-19 and Influenza Vaccine Uptake Initiative and to sign any resulting contracts and agreements. BRPC's Sustaining a Collaboration with Partners to Increase Berkshire County Vaccinations project will help formalize outreach, education, and support systems with written protocols and plans to ensure everyone has the information and resources they need to get vaccinated. The Berkshire Public Health Alliance Public Health Nurses will provide vaccinations to those who are homebound or otherwise have trouble accessing public clinics due to disability, language barriers, etc.; currently, this is done by word of mouth only, and many individuals who would benefit from the service do not know how to access it. This project would involve strengthening existing partnerships and forming a recognized group that ensures vaccination efforts and other public health responses are well coordinated, effective, and timely. The total amount requested is \$105,900 for a period of 15 months and there is no match required. Staff lead on this project will be Public Health Planner Marie Brady, mbrady@berkshireplanning.org, ex. 41.

V. Committee Reports

B. Metropolitan Planning Organization (MPO)

The MPO met on January 24, 2023. This meeting featured a review of initial survey results for the Regional Transportation Plan, a summary report of BRTA's "Try Transit" results related to free fare, approval of a minor administrative adjustment / budget reallocation to the FFY 2023 UPWP, and approval to release the 2023-2027 TIP amendment related to transit. Draft unapproved meeting minutes are included.

C. Regional Issues Committee

The Regional Issues Committee met on January 25, 2023. The main topic again was how to address the challenges many communities face filling municipal positions. Christine Hoyt from the Berkshire County Selectman's Association provided some updates from the Massachusetts Municipal

Association. Another main discussion item was a review of a survey going out to municipal leaders to try to quantify the challenges municipalities face with hiring. Draft meeting minutes are not yet available.

D. Other (For information only)

VI. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 12/26/2022 to 1/26/2023.

- Executive Office of Energy and Environmental Affairs – Sheffield Sustainable and Affordable Housing - \$25,000
- Massachusetts Marketing Partnership/Massachusetts Office of Travel & Tourism – Berkshire Funding Focus - \$75,000
- Metropolitan Area Planning Council - Equity in Emergency Management Consultant – \$21,500
- Town of Monterey – Hupi Road Drainage Improvements - \$42,600
- 1Berkshire – Façade Improvement Grant Program - \$2,500
- National Endowment for the Arts – Massachusetts College of Liberal Arts - \$100,000
- Executive Office for Administration & Finance – Online Permitting Upgrade - \$200,000

Grants and Contracts not received.

We were not awarded the MassCEC Empower CAP grant. We plan to resubmit in the spring.

B. Berkshires Tomorrow Inc. (B.T.I.) Update

The board met on January 5, 2023 and approved the 2023 Budget (attached) and the 2022 tax return and other routine yearly activities.

C. Staff Hiring Update

We have several open positions, including two Community Planning positions, a Transportation Planning position, and a Public Health position. There have been few responses. It may take some time before these positions will be filled.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in January. The next meeting is tentatively set for Friday February 10th. No agenda has been set.

E. Passenger Rail

- West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations held the second of several required public hearings in Greenfield on Tuesday January 24, 2023. Most of the Special Commission members were in person. Attendance by the public was lower than at the December Pittsfield hearing and there were fewer testifiers. The next hearing has not been scheduled. Limited information is available at [East-West Rail Commission \(malegislature.gov\)](https://malegislature.gov/East-West-Rail-Commission). For more comprehensive information go to [East-West Rail in Massachusetts – Trains In The Valley](https://www.mass.gov/east-west-rail-in-massachusetts-trains-in-the-valley).
- Berkshire Flyer - The Berkshire Flyer is starting to gear up for

weekend service from Memorial Day to Columbus Day / Indigenous Peoples' Day.

- Northern Tier Passenger Rail – A virtual public workshop for the Northern Tier Passenger Rail Study was held on Wednesday, January 11, 2023, at 6:00 PM via Zoom. The Study team presented two initial service plan alternatives, a lower and higher cost one, as well as the evaluation framework. Information about this meeting is available on the study website, [Northern Tier Passenger Rail Study | Mass.gov](https://www.mass.gov/northern-tier-passenger-rail-study).

F. Other (For information only)

VII. Old Business

A. Assistant Director Position

The Full Commission approved changes to the BRPC Bylaws on the January 19, 2023 meeting. One of those changes was the establishment of an Assistant Director position. Now that the change has been approved, I am working on a position description.

B. Other (For information only)

VIII. New Business

A. March Commission Meeting

The next Full Commission meeting is scheduled for March 16, 2023. We still have time to decide the agenda. Items previously mentioned include:

- Possible "primer" on digital equity planning
- Cyber security

B. Other (For information only)



MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, January 24, 2023

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-mpo-virtual-meeting/>

MPO Representatives/Alternates Present:

Stephen Woelfel	MassDOT (Representing Secretary Jamey Tesler)
John Boyle	North Central Subregion Representative
Randal Fippingger	North Subregion Alternate
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Christine Hoyt	North Subregion Representative
Sheila Irvin	Chair of BRTA
Kent Lew	Southeast Subregion Delegate

Others Present:

Peter Frieri	MassDOT District 1
Justin Gilmore	BRPC
Chris Klem	MassDOT OTP
Anuja Koirala	BRPC
Derek Krevat	MassDOT OTP
Clete Kus	BRPC
Bob Malnati	BRTA
Tom Matuszko	BRPC
Mark Moore	MassDOT District 1
Nick Russo	BRPC
Sarah Vallieres	BRTA

I. Call to Order – Introductions

Mr. Woelfel called the meeting to order at 4:03 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no public comments.

Since a meeting quorum was not met at this time, the MPO moved on to non-action items.

VII. Discussion on the development of the 2024-2028 Transportation Improvement Program

Ms. Koirala briefly reviewed the [TIP tentative schedule handout](#), mentioning the new TIP process began January 5th. Ms. Koirala sent out project solicitation letters to each town. The due date to return the forms is January 31st. Ms. Koirala proceeded to review the key dates and milestones outlined in the above handout.

VIII. Update on the development of the Regional Transportation Plan

Mr. Russo proceeded to update MPO members on [preliminary results to the Community Transportation survey](#),

the primary tool being used to gather community input for the 2024 Regional Transportation Plan update. Mr. Russo proceeded to review the slideshow linked above. The main takeaways can be found on the last two slides. A quick summary of survey respondent information along with input gathered is provided below:

- **Demographics:**
 - Most respondents were older, financially stable individuals, centrally located in Berkshire County.
- **Housing:**
 - Most respondents are currently living or envision themselves living in a detached house on a large lot in the next stage of life.
 - Housing affordability and travel time to and from destinations greatly influence where respondents choose to live.
- **Commuting:**
 - Most respondents travel using their personal vehicle.
 - Average commute time is under 17 minutes (EV & micromobility implications).
 - Little to no disruption to commuting from COVID.
- **Rating of Transportation Infrastructure/Services:**
 - Satisfaction with different transportation components is low, including ratings for pavement condition along with signs and striping.
- **Transportation Challenges:**
 - Pedestrian infrastructure, BRTA service times & locations, an inability to influence transportation decisions, finding transportation services for seniors or disabled individuals, and affordability represent top challenges.
- **Desired Changes/New Services:**
 - More rideshare services, bus service that connects to other transit systems, increased BRTA bus frequency and evening service, access to bikeshare, and more car sharing options.
- **Budget Priorities:**
 - Most respondents prioritized maintenance, improving public transit, safety, better bike/pedestrian facilities, and implementing new technology to augment the existing network.
- **Sustainability/Resilience:**
 - Downed trees or power lines, ice accumulation, bridge damage, road flooding/washouts, impassable dirt/gravel roads due to mud were the top-five weather-related impacts to our transportation system.
- **Active Transportation:**
 - Repairing and constructing new sidewalks along town roads would be the most important active transportation investment.
 - Most are in favor of a bikeshare service in their town but would not use it.
- **Transportation Technology:**
 - Little to moderate desire among respondents to utilize various transportation technologies and services.

Ms. Heming expressed appreciation for being able to hear about the preliminary survey results.

Ms. Irvin expressed some concern about preliminary findings concerning BRTA, as most of the respondents do not use BRTA services in any frequent or significant way,

Mr. Russo mentioned that these are preliminary results, and we do hope to do more analysis and filter responses

based on certain attributes of respondents – in this case, we plan to look at the sentiments expressed about BRTA among those that use the fixed route service frequently or rely on transit service as a primary mode of travel. Additionally, Mr. Russo mentioned that it might be a worthwhile exercise to ride the bus and attempt to solicit responses from riders.

IX. Receive a Report on Try Transit

Mr. Malnati mentioned that Try Transit was a grant offered by MassDOT. The 15 RTAs jointly submitted an application which allowed the Transit Authority's to provide fare-free service. BRTA initiated that service the day after Thanksgiving through the 31st of December. BRTA was able to offer fare-free paratransit and fixed route service. BRTA displayed, on their website, weekly, monthly, and quarterly ridership numbers. The ridership numbers were displayed as a goal thermometer type graphic on the website. BRTA set a goal of 55,000 riders for the 5-week period; they came in a little short of that number, most likely due to the snowstorm, ending with 53,930 riders. All in all, BRTA is very satisfied with the results.

X. Status Reports from Member Agencies

Mr. Frieri proceeded to review [District 1 Project Updates](#).

Mr. Kus stated that Transportation Planner Justin Gilmore is going to be moving on from BRPC. He will be joining MassDOT in their Lenox office in the right of way section. We appreciate all his efforts over the past few years that he has been with us and wish him well.

The other item Mr. Kus brought to the group's attention relates to rail efforts. There have been two public hearings so far about the Western Mass Rail Authority, one of those sessions occurred earlier today in Greenfield; the first occurred in the Berkshires back in December. The group is continuing to conduct public info sessions and will be preparing a report soon that will hopefully move efforts forward in terms of bringing East/West rail service to the region.

The other related rail effort is the Northern Tier study. Back on January 12th there was a public information meeting to update interested parties. Information can be found on the project website.

Finally, the steering committee to the Berkshire Flyer recently met to discuss the second year of operations. For the second year of operations, two committees have been created, one will focus on marketing of the Berkshire Flyer and the other will focus on last-mile transportation connections. We hope this second year of the pilot program is more successful than the first year of the pilot and are confident it will be.

At this point, Kent Lew, the MPO's Southeast Subregion Delegate joined the meeting, which provided the group with a meeting quorum.

III. Approval of Meeting Minutes from October 25th, 2022 (Action Item)

ACTION: Motion by Mr. Boyle, seconded by Ms. Hoyt to approve the meeting minutes from the October 25th, 2022, MPO meeting.

Mr. Kus conducted a roll call:

Steve Woelfel – Yea
Francisca Heming – Yea
Sheila Irvin – Yea
Christine Hoyt – Yea
John Boyle – Yea

Kent Lew – Abstain

VOICE VOTE: Mr. Lew abstained from voting. Motion carried.

IV. Approval of administrative adjustment/budget reallocation to the FFY 2023 UPWP. (Action Item)

Mr. Kus explained that he discovered a typographical error in the UPWP budget. The budget number that was included in the plan under the line item “Total Funds” reads \$751,120. That number is short by \$1,000 dollars and should read \$752,120. Mr. Kus is requesting the MPO approve amending the line item to read the correct amount originally programmed.

ACTION: Motion by Mr. Boyle, seconded by Ms. Hoyt to approve the administrative adjustment/budget reallocation to the FFY 2023 UPWP.

Mr. Kus conducted a roll call:

Steve Woelfel – Yea
Francisca Heming – Yea
Sheila Irvin – Yea
Christine Hoyt – Yea
John Boyle – Yea
Kent Lew – Yea

VOICE VOTE: Motion carried unanimously.

V. Consideration of an amendment (1st amendment) to the 2023-2027 TIP and authorize a 21-day public comment period to add 5310 funding (Action Item)

Ms. Koirala reviewed the handout showing the [1st amendment to the 2023-2027 TIP](#). This amendment relates to the transit TIP. BRTA received a grant to support the travel training program. Additionally, the Town of Great Barrington received a grant award for software upgrades to facilitate on-demand scheduling that will enable microtransit pilot service planned to start in mid-February.

ACTION: Motion by Mr. Boyle, seconded by Ms. Irvin to authorize a 21-day public comment period to the first amendment (the addition of 5310 funding) of the 2023-2027 TIP.

Mr. Kus conducted a roll call:

Steve Woelfel – Yea
Francisca Heming – Yea
Sheila Irvin – Yea
Christine Hoyt – Yea
John Boyle – Yea
Kent Lew – Yea

VOICE VOTE: Motion carried unanimously.

XI. Other Business

Mr. Woelfel mentioned that MassDOT’s Innovation Conference will be happening in-person May 2nd and 3rd. There will be hybrid option as well.

There was no other business.

XII. Next Meeting date – February 28th, 2023

The next MPO meeting will be held on February 28th, 2023.

ACTION: Mr. Boyle motioned to adjourn, seconded by Ms. Hoyt. Mr. Woelfel adjourned the meeting at 4:56 p.m.

Materials Distributed:

- [Meeting Agenda](#)
- [BMPO October 25th, 2022 Draft Meeting Minutes](#)
- [BMPO FFY 2023-2027 TIP 1st Amendment Transit](#)
- [BMPO FY 2024-2028 TIP Tentative Schedule](#)
- [2024 RTP Preliminary Survey Results](#)
- [MassDOT District 1 TIP Projects Update](#)

DRAFT

RECOMMENDED Budget

Board Approved 01.05.2023

Berkshires Tomorrow Inc.
 FY 2023 Operating Budget
 July 1, 2022 to June 30, 2023

<u>Revenue</u>	Actual FY2022 Other Revenue	Approved FY2023 Other Revenue
Lease (BRPC & Nonprofit) computer Software	\$ 14,400	\$ 9,750
Donations/Amazon Smile	\$ 426	\$ 500
Other Income	\$ -	\$ -
Interest Income	\$ 7	\$ 8
Contract Fee - Administration	\$ 482	\$ 2,602
Other Revenue	\$ 15,316	\$ 12,859

<u>Grants/ Donations</u>	<u>Advance 2022</u>	<u>Advance 2023</u>	<u>Grant Revenue FY22</u>	<u>Grant Revenue FY23</u>
Supergenerians/Donations	\$ (2,504.58)	\$ (2,406.58)	\$ 100	\$ 2,407
BTI/BCE	\$ 0.00	\$ 0.00	\$ 0	\$ 0
BTI/Milltown/Open Space Rec 2022	\$ 0.00	\$ 0.00	\$ 0	\$ 20,000
Berk C Taconic Foundation / Opioid	\$ 0.00	\$ 0.00	\$ 0	\$ -
BCAC Berk Remote Learning Initiative	\$ (3,520.00)	\$ -	\$ 0	\$ 0
BUW Berk Remote Learning Initiative	\$ (8,200.00)	\$ (8,200.00)	\$ 0	\$ 8,200
BTI/BRLI/DONATION - Donations/Berkshire Learning Initiative	\$ (20,147.51)	\$ (20,147.51)	\$ 10,000	\$ 20,148
BRPC/Pedatric Vaccine Support	\$ 0.00	\$ 0.00	\$ 14,298	\$ 4,929
BTI Donations/BCSA	\$ 0.00	\$ 0.00	\$ 1,000	\$ 0
BTCF/Art Build Community Initiative	\$ 0.00	\$ 0.00	\$ 0	\$ 15,000
Donations/ BFF (Berkshire Funding Focus)	\$ 0.00	\$ 0.00	\$ 0	\$ 70,000
Grants / Donations NEW	\$ 0.00	\$ 0.00	\$ 0	\$ 0
Grants Unsecured	\$ 0.00	\$ 0.00	\$ 0	\$ 0
Grant Revenue	\$ (34,372)	\$ (30,754)	\$ 25,398	\$ 140,683
Total Revenue	\$ (34,372)	\$ (30,754)	\$ 40,714	\$ 153,542

<u>Expenses - Admin</u>	<u>Expense Amount</u>	<u>Expense Amount</u>
Accounting	\$ 2,500	\$ 2,500
Administration Services	\$ 478	\$ 0
Equipment/Software	\$ 3,217	\$ 3,510
Insurance Director & Officers	\$ 424	\$ 838
Interest Expense/Bank Fees	\$ 70	\$ 89
Operating Expenses	\$ 6,688	\$ 6,937
Contract Fees	\$ 482	\$ 2,602
Communication	\$ 1,512	\$ 0
Other Direct/Professional Services	\$ 1,508	\$ 10,000
Subcontractor (BRPC and Others) Total	\$ 24,018	\$ 124,175
Project Expenses	\$ 27,519	\$ 136,776
Total Expenses	\$ 34,207	\$ 143,713

<u>Gain/Loss</u>	\$	\$
Retained Earnings / Balance Sheet	\$ 68,734	40,868
Advance Revenue	\$ (34,372)	(30,754)
Gain/Loss	\$ 6,506	9,829
Net Income Balance Sheet (Adv Rev + gain loss)	\$ (27,866)	(20,925)
Total Capital Balance - Fund Reserve	\$ 40,868	19,943

<u>*Grant Revenue & 2% Admin fee - Unsecured</u>		
Contribution/Grants Applications	\$	0 *
Unsecured - Grant Applications	\$	0



BRPC

Berkshire Regional Planning Commission

JOHN DUVAL, Chair
MALCOLM FICK, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: January 26, 2023

RE: December 2022 Assistance Activities

This report highlights technical assistance provided by BRPC staff for December 2022. This assistance was in response to requests identified in the Board/Organization column. If available and permitted by the funding agencies, responses were supported by local assessment or grant funds. This report aims to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
Richmond	Agricultural Preservation Restriction program information	Town Administrator
Great Barrington	Community Development and Area Mean Income	Town Administrator